

Implementation Manager Meeting Minutes

Name of group holding the meeting: Implementation Managers

Who called the meeting: Bob Bair

Date: 11/14/02

Time: 10:00

Place: OFM Conference Room

Attendees:

Bob Bair (CSC)
Myrian Myer
Bill Starr
Patricia Jackson
Tanya Booth (Census)
Carolyn Marrazzo (NOAA)
Mike Stogsdill (NIST)
Wende Wiles

Agenda:

Status update of CSC activities
Status update of Bureau activities

Key issues or topics addressed:

Reimbursable Agreements Upgrade (RAU): The requirements document has been finalized and the last of the detailed design walkthroughs was conducted on 11/14/02. There were about 19 new/changed requirements that were identified and documented (of which 3-5 were identified as being needed for the initial delivery), and the CSC is looking at the impact of incorporating the changes in the 12/6/02 coding completion date and the 1/31/03 delivery of code to bureaus. If some of the new changes are mandatory and cannot be included in the initial delivery, the CSC will work with the bureaus to explore ways to make the changes and release them in pieces after the initial delivery. If bureaus say that some of the changes must be in the initial delivery, the CSC will provide the impact of the delay past the 1/31/03 date for bureau evaluation. If the CSC and the bureaus cannot reach agreement, this issue will be raised to the CAMS Executive Board

Accenture test team has started developing scripts to test the RAU code.

Accounts Receivable Refinements: The CSC and bureaus have identified 15 ARs that need to be worked to extend the capability of the Receivables module. NIST and NOAA are in agreement on the importance and priority ranking of the ARs. The ARs are being written up by the bureaus or being technically assessed by the CSC. The initial ARs will be delivered in the 2/15/03 maintenance release.

Purchase Card Enhancements: The CSC has started requirements development. We hope to have a draft requirements document sometime in mid-December. This work will

Implementation Manager Meeting Minutes

be done in 2 phases: NIST enhancements and bringing estimated accruals through our standard interface.

Accounts Receivable Conversion: The CSC has started requirements development. We hope to have a draft requirements document sometime in mid-December. A meeting is scheduled for next week with the bureaus.

Standard Interface Accounts Receivable: The bureaus did meet and provided the CSC with a schedule of requirements. The CSC has selected a new lead, Angela Walker, for this effort and Angela is setting up another meeting with the bureaus next week to determine next steps.

JFMIP Testing: The CSC has a contract with LMI to plan, monitor, and evaluate the JFMIP compliance test. Another contractor, not yet selected, will assist the CSC with executing the test. The result of the test and analysis is that the Department will get an unbiased opinion on CAMS' level of compliance.

Web Documentation: The question was raised about how we can make the documentation available to bureau users. The CSC will set up a meeting in January to discuss this issue.

Upward/Downward Prior Year Adjustments: The requirements document is being written by CSC staff. There will be a kick-off meeting in December. The CSC's Sue Masser is leading this effort.

GUI Migration Strategy: The CSC is working with an Oracle consultant to develop a migration action plan. There are 7-9 action items so far. The CSC plans to release migration action plan to the bureaus by mid-December in the monthly cross-bureau meeting.

Standard Maintenance: The 12/16/02 maintenance release is on schedule. The CSC will publish a list of ARs that will be in the release.

Navigator Menu: Bureau representatives mentioned that they were told by CSC staff not to put the CSC-released web-enabled navigator menu in production because it was not production ready. The CSC will investigate this issue.

CSTARS/CFS Interface: The project is taking longer than initially projected. There have been some contractual issues with getting CACI to meet with CSC staff and support contractors. We still are waiting for CACI to provide cost estimates for doing their side of the interface and we hope to get the data by Friday. There are not sufficient funds at this time to cover the entire interface but the CSC would like to get the design developed so we would be in a position to start coding when funds become available.

If decisions are made and funding put in place by 12/1/02, the CSC believes it can deliver its portion of the interface to the bureaus by the end of July 2003.

Implementation Manager Meeting Minutes

Census: Census is in the process of testing the new data warehouse delivery and hopes to complete testing by the end of November. The audit is going well. Census is using the Summary Level Transfer software and it is working well. They are requesting a test instance for AR Conversion.

NOAA: NOAA is in CAMS training mode and working on the data warehouse.

NIST: NIST deployed the data warehouse to 72 users and plans to conduct a training session next week to Departmental CFO offices. Bankcard has been rolled out to ESA and the GTA interface is working.

Action Items

1. Patricia Jackson will set up a meeting in January to discuss how the user documentation the CSC has been developing can be made available to bureau users.
2. John Sansing will issue a status update next week on the agreement on ARs for the receivables module refinements.
3. Amy Sommerville will publish the list of ARs in the 12/16/02 maintenance release as soon as it is available.
4. Myrian Myer will investigate whether or not the web-enabled navigator menu is not production ready.
5. Patricia Jackson will establish a monthly CAMS Users Group meeting to discuss implementation and system support issues.
6. John Sansing will identify who is leading the AR Standard Interface project and when a requirements document will be available for bureau review.

Dates of Future Implementation Manager Meetings – All meetings will be teleconferenced at CSC and Census

December 12 CSC (This meeting is tentative due to holiday season)
2003 to be scheduled